

2011

Playing to Win

Richmond Refinery

meet or beat the plan

IIF
every
day



**Safe Work Practices:
RI-9920 and RI-341**

**and Environmental
Incident Prevention**

**IIF 3Q Proactive
event announcement
July 11, 2011**

To: All Chevron Richmond Refinery Employees and Contract Partners

Welcome to the first week of our IIF 3Q proactive event. This quarter, our focus will be on highlighting the Refinery Instructions for Confined Space Entry (RI-9920) and Hot Work (RI-341) - two high risk activities in the Refinery. Why? Because, if we don't do these tasks right every time we could potentially seriously hurt, or kill, a coworker in our Refinery. Also, the discussions allow us to develop as a team, working towards a shared goal; to make our refinery the best refinery to work in.

The second half of the year will also feature an increased focus on [Environmental Incident Prevention](#). Why? Because managing environmental impact is part of working incident and injury free. We already perform many positive actions to improve our environmental performance, continued focus on prevention for the remainder of the year will allow us to meet our [targets](#). Ask yourself, Where will our next Environmental Incident occur? And, What are we going to do prevent it?

Our outline for the quarter is below. Use the discussion topics to your best advantage. Open weeks are present in order to integrate the Safety Topic of the Month discussion.

- July 4 - Manager and Supervisor Cascading message, Why these topics are important to us
- July 11 - Refinery Announcement and outline (July 14 - *Thank you Thursday & Playing to Win! banners*)
- July 18 - New Fire Blankets, Requirements and What to look for
- July 25 – Open Week
- August 1 – Hot Work Permits, Permit components
- August 8 – When a Permit expires or is no longer valid (SWA & 5 Steps - Personal Story)
- August 15 – Ensuring Permits are correct: Operator Roles and Responsibilities and Auditing
- August 22 – Open Week
- August 29 – Confined Space Entry- Responsibilities (*Guest Speakers for D&R and RLOP*)
- September 5 - Confined Space Entry - Hazard Assessment (*Guest Speakers for D&R and RLOP*)
- September 12 - Confined Space Entry - Audit Checklist (work group specific learning & highlights)
- Sept 19—Open Week
- Sept 26— Summary and transition to 4Q

Note: Zone Guest speakers are in development for D&R and RLOP. These discussions will integrate subject matter experts and contract partners, and are intended to build Teamwork and remove barriers to incident and injury free work. Please direct any questions or comments regarding our 3Q proactive event to the [IIF LT email](#).

- Incident and Injury Free Leadership Team
[Richmond Incident and Injury Free Webpage](#)